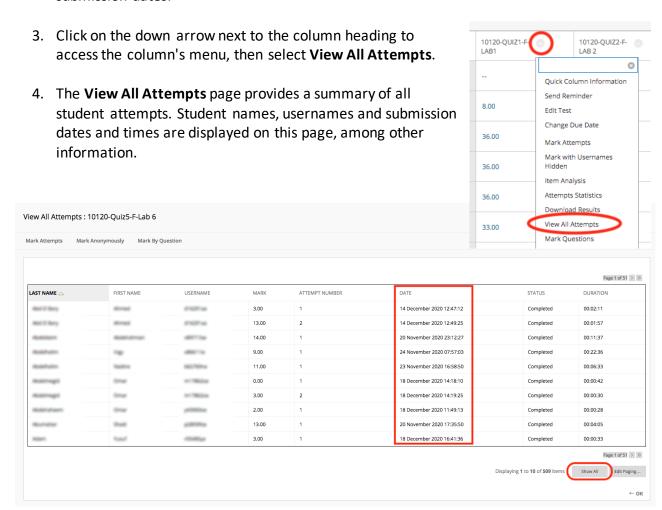# View cohort submission dates and times

This short guide explains how instructors can view submission dates and times for a whole cohort of students, for online exams submitted via Blackboard Tests, Blackboard Assignments or Turnitin.
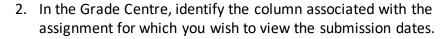
Blackboard Tests

1. Access the Blackboard course and navigate to **Control Panel > Grade Centre > Full Grade Centre** or **Control Panel > Grade Centre > Tests.**

2. Identify the column associated with the test for which you wish to view the submission dates.

3. Click on the down arrow next to the column heading to access the column's menu, then select **View All Attempts**.

4. The **View All Attempts** page provides a summary of all student attempts. Student names, usernames and submission dates and times are displayed on this page, among other information.
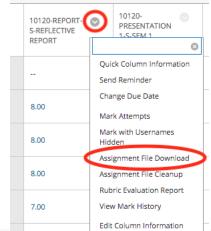

5. To view the full list of students, select **Show All**.

6. There is no export function available. As a workaround, you can select all the relevant information on the View All Attempts page, then copy and paste it into an Excel document.
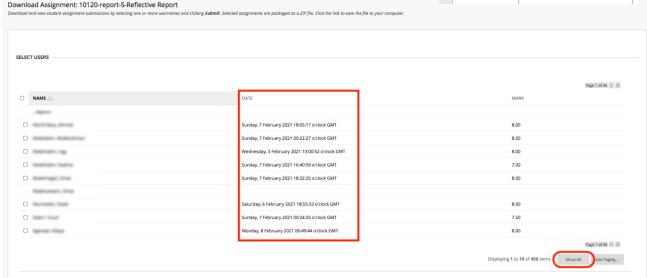
Blackboard Assignments

1. Access the Blackboard course and navigate to **Control Panel > Grade Centre > Full Grade Centre** or **Control Panel > Grade Centre > Assignments**.

2. In the Grade Centre, identify the column associated with the assignment for which you wish to view the submission dates.

3. Click on the down arrow next to the column heading to access the column's menu, then select **Assignment File Download**.

4. On the Download Assignment page, the submission date and time are displayed next to the student's name.

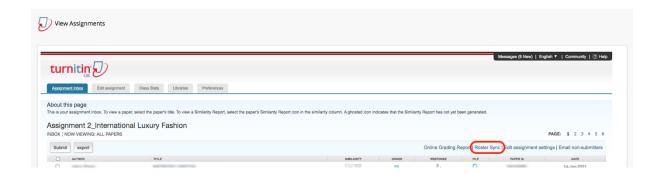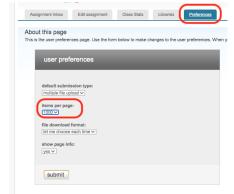5. To view the full list of students, select **Show All**.

6. There is no export function available. As a workaround, you can select all the relevant information on the Download Assignment page, then copy and paste it into an Excel document.
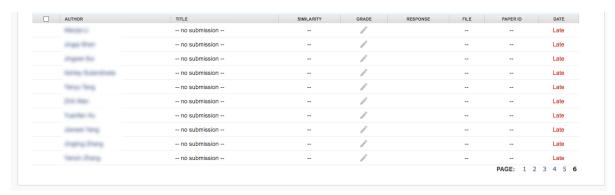

Turnitin Assignment

1. Access the Blackboard course and navigate to **Control Panel > Tools > Turnitin Assignments**.

2. Select the title of the assignment you wish to review from the list of Turnitin Assignments. This will take you to the Assignment Inbox.

3. Select **Roster Sync** to refresh the list of student names. The list of students can be resorted by clicking on a title column heading.

By default, the submissions are indexed across multiple pages. If you wish to see all submissions on the same page, select the **Preferences** tab, change the 'items per page' to '1000' and select 'submit' to save. Turnitin will now always display all submissions on the same page.

4. If a student has not submitted a paper, *--no submission --* will show up in place of a paper title.

5. If a paper was submitted late, the submission date appears in red. If no submission has been received, *Late* will show up in red in the date column.

View exact submission times for individual students

1. In the **Assignment Inbox** list, identify the name of the student whose submission time you wish to check.
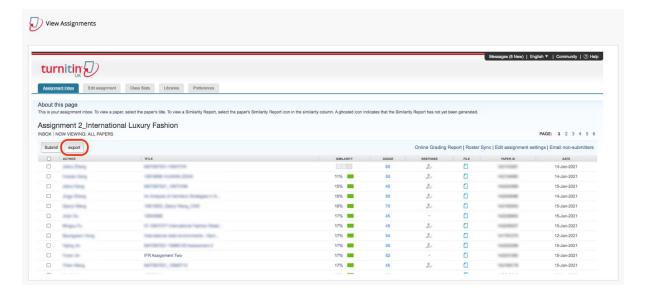
2. Select the **paper's title** next to the student's name. The paper will open in a new window.

3. From the right-hand menu, select **Submission Information** (ⓘ) to view the submission date, or select **Download** (down arrow) and then choose **Digital Receipt** to download a copy of the receipt.

Export submission dates and times for whole cohort

For assignments where Anonymous Marking is not enabled, or where Anonymous Marking is enabled and the Post Date has passed, you can export the Assignment Inbox in Excel format.

1. Navigate to the Turnitin **Assignment Inbox**.

2. Select **Export** and an Excel file will be generated. This Excel file contains the students' name and username and the date and time of submission, among other information.

Please note that the Export function is not available while an assignment has Anonymous Marking enabled. Where Anonymous Marking is enabled, the Export function becomes available only once the Post Date has passed.